

MINUTES
Brown County
Land Information Council
Wednesday, July 11, 2012
1:30 PM
Northern Building, Room 200
305 East Walnut Street, Green Bay WI

ROLL CALL:

Kerry Blaney	X	Keith Deneys	Exc
Bill Bosiacki	X	Chuck Lamine chair	X
Bill Boyle	X	Karl Fleury	Exc
Tom Sieber	Exc	Paul Fontecchio	X
Dorothy Erickson	X	Brent Miller	X
Pat Ford	X	Jim Wallen	X
Rob Vesperman	X	Cathy Williquette vice chair	X
David Hjalmsquist	X	Jeff DuMez	X

APPROVAL OF MINUTES

1. Approval of the minutes from the June 20, 2012 Land Information Council meeting
J. DuMez moves to approve the minutes. P. Ford seconds the motion. Vote taken, motion carried unanimously.

REPORTS:

2. Advertising
J. DuMez discussed moving forward with the idea of advertising on the Brown County Land Information web sites to help generate revenue. A small team consisting of D. Erickson, Laura Workman, J. Wallen and J. DuMez have agreed to begin working on this.
3. AS/400 transition
The group discussed moving our land records from the AS/400 to a new platform, beginning in 2014. The group also discussed the internal needs assessment that may be conducted.
4. Survey Index project
P. Ford updated the group on the new survey indexing tools we have been developing. The system will have GIS capabilities to show both the outline and extent of every survey on the base map, and linkages to view the survey images wherever they may reside (Laredo/Tapestry or other PDF images for miscellaneous surveys).
5. GIS updates
J. DuMez updated the council on a few software upgrades, including ArcGIS and the BrownDog application. He also said the old GIS server will be shut down sometime soon and that all data will be moved to the new server.
6. Metro Map
The group discussed the progress the PALS staff and interns have made on updating the Brown County Metro map. Ideas for increasing sales were also discussed.

BUSINESS:

7. Review & Approval of the 2013 Land Records Modernization / Land Information Budget

J. DuMez explained the proposed budget along with revenues and expenditures. He handed out a budget spreadsheet along with some highlight summaries. He said the biggest change is the proposed addition of a GIS Technician. Computer software and equipment for the GIS Tech was not included in this early budget but must be added in if or when the position moves forward.

C. Williquette made a motion to adopt the budget to include the actual expense of the GIS Technician including hardware and software for this position. Motion was seconded by D. Hjalmsquist. C. Williquette asked that the cost of the equipment be reported to the council. Motion carried unanimously.

8. Any Other Matters

B. Bosaicki made a motion to adjourn. Motion seconded by K. Blaney. Motion carried, meeting adjourned.

Attachment

2013 Proposed Land Information Budget Highlights

Land Records Modernization Account

Presented to the Brown County Land Information Council on 7/11/2012

SUMMARY

We are keeping an eye on real estate document recording activity, the basis for most of these revenues. Although real estate activity generally appears to be increasing, this proposed budget conservatively estimates below-average document recording revenues through the remainder of 2012 and into 2013. Despite this, the “flat fee” revenues are sustaining the program.

The most significant proposal for this budget is the creation of a GIS Technician position to be funded by these non-levy revenues. This person will move the GIS system forward by maintaining data, performing quality control, troubleshooting, assisting staff and customers with special requests, developing new GIS applications, and serving as assistant to the GIS/LIO Coordinator. A more detailed position description will be developed, pending approval from the County Administration & Executive.

REVENUE HIGHLIGHTS

- Carry-over from 2012 is projected to be about \$36,145
- **Projected 2013 revenue: \$405,000.** Line item highlights:
 - Land Records Fees (50,000 documents @ \$6 per doc): \$300,000
 - Public Access Fees (50,000 documents @ \$2 per doc): \$100,000
 - Map & plat book sales: \$4500
 - Training & Education Grant: \$300
 - Interest & misc revenue: \$200
- *Note: We are looking into additional sources of revenue, including selling advertisements on the County's Land Information Web Sites.*
- *Also, if real estate activity continues to increase, we could soon get back to an average number of documents recorded. We average 55,000 docs annually, **not** including the real estate boom years of 2001-2004. A normal year would bring in \$440,000 for Land Records Modernization given the new fee structure (\$8 / doc). See “ROD Documents Recorded” chart on the “LRM Account.xls” spreadsheet.*

EXPENDITURE HIGHLIGHTS

- **Proposed expenditures total: \$422,768.** Line item highlights:
 - **Office Supplies, Copy expense, Dues & Printing:** \$4520
 - **Software Maintenance total:** \$108,247. Breakdown as follows:
 - Fidlar Real Estate Document Management: \$49,860
 - Countywide GIS servers and all desktop licenses: \$45,289
 - GeoPrime GIS web server: \$2500
 - SQL Server Enterprise: \$9147
 - LP360 LiDAR software: \$820
 - 1 AutoCAD subscription (LIO): \$631
 - **Postage & Books:** \$530
 - **Plotter/Scanner rent:** \$3600
 - **I.S. Chargebacks (overhead, labor & replacement charges):** \$3371
 - **Travel, Conference & Training:** \$1500
 - **Professional Services:** \$0
 - **Transfer Out total:** \$301,000. Breakdown as follows:
 - LIO/GIS Coordinator salary & fringe: Anticipating \$79,082
 - Transfer to Property Listing for salary & fringe: \$163,804
 - Proposed GIS Tech position salary & fringe: \$58,114

See the Excel Spreadsheet “LRM Account.xls” for more details.